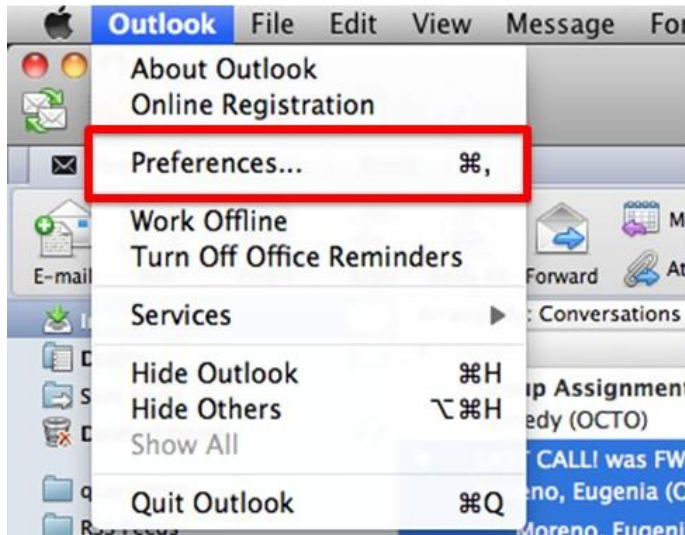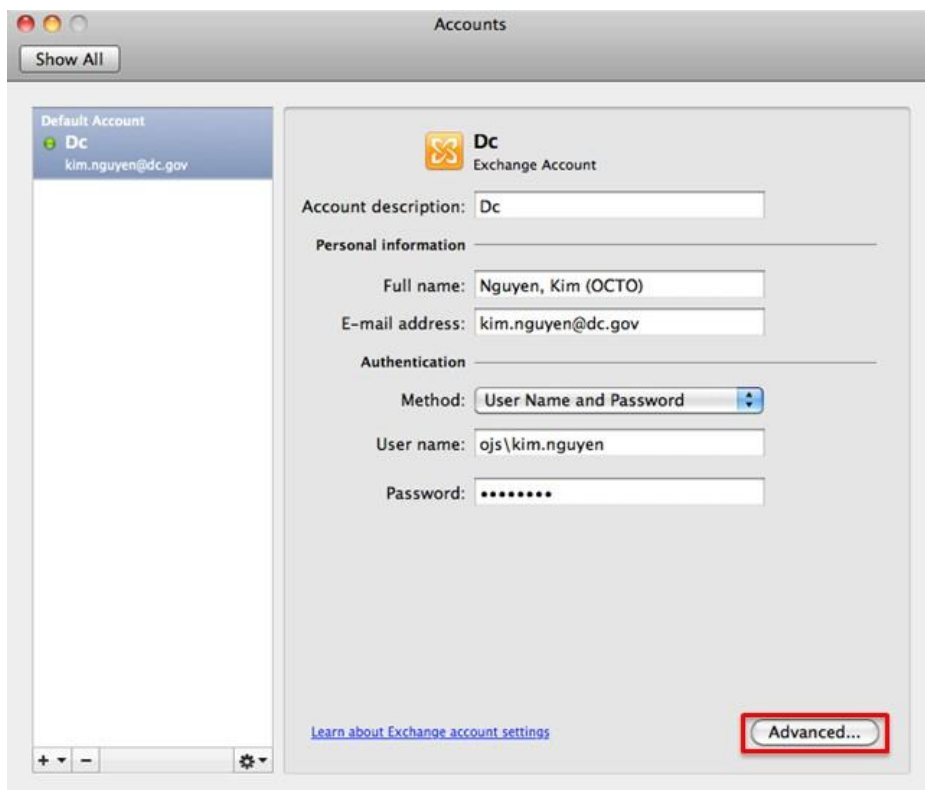# How to Add an Additional Mailbox – Instructions for Mac
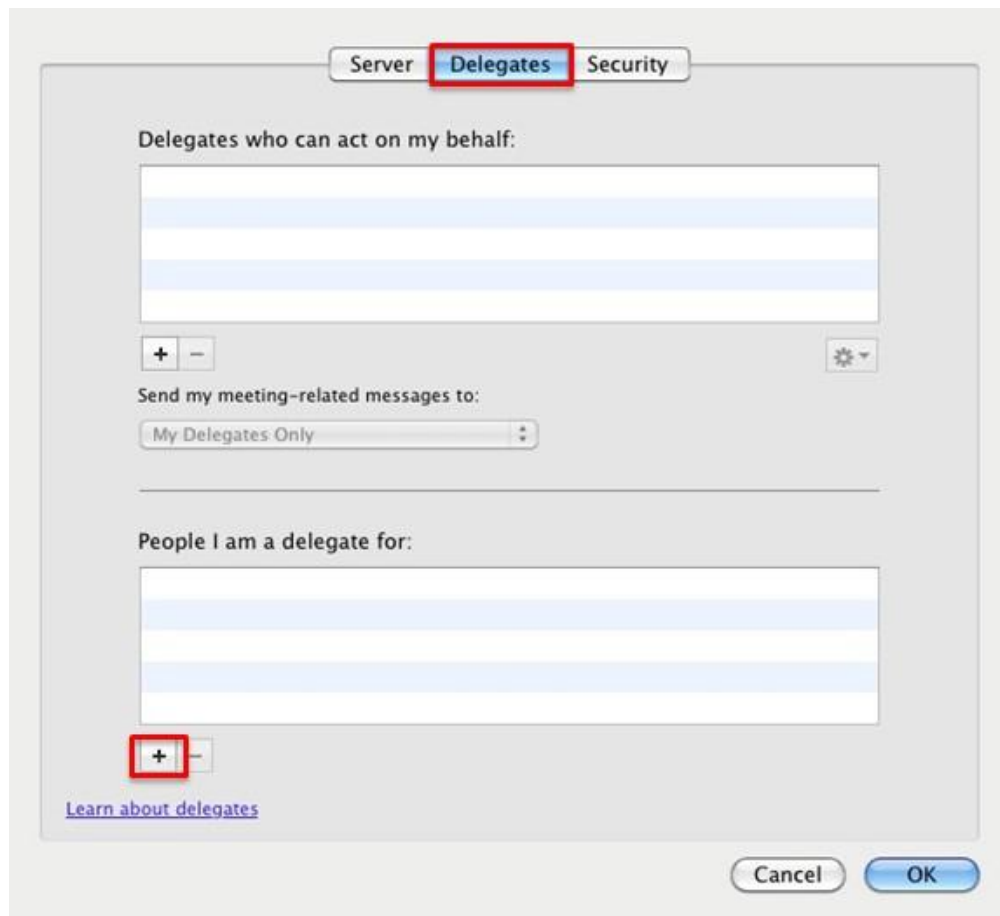
Outlook 2011 for Mac

1. With Outlook 2011 for Mac open, **Click** on **Outlook** on the top menu, and **select Preferences…**
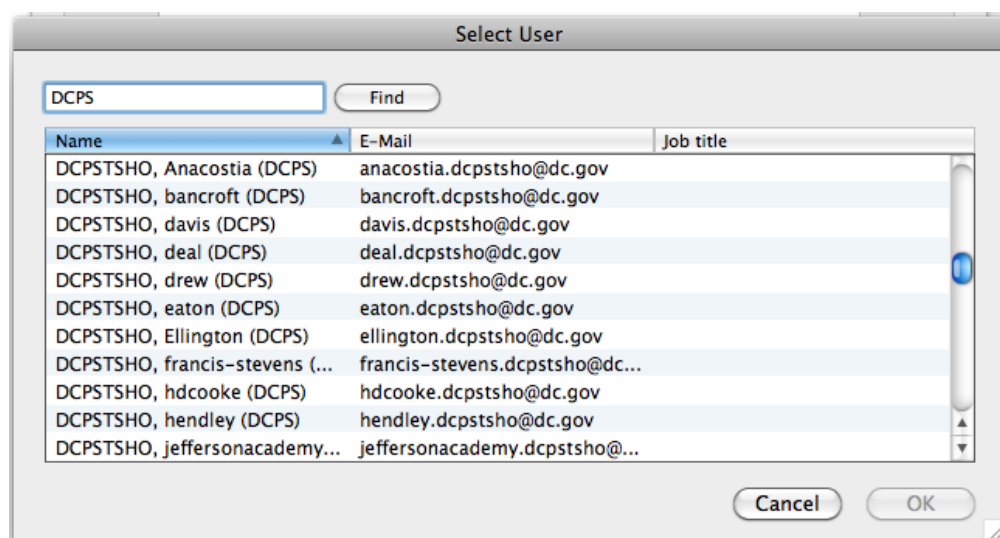

2. **Select** your DC Exchange account, then **click** on the **Advanced…** button:

3. **Click** the **Delegates** tab. **Click** the plus **(+)** sign **under** "**People I am a delegate for**:"
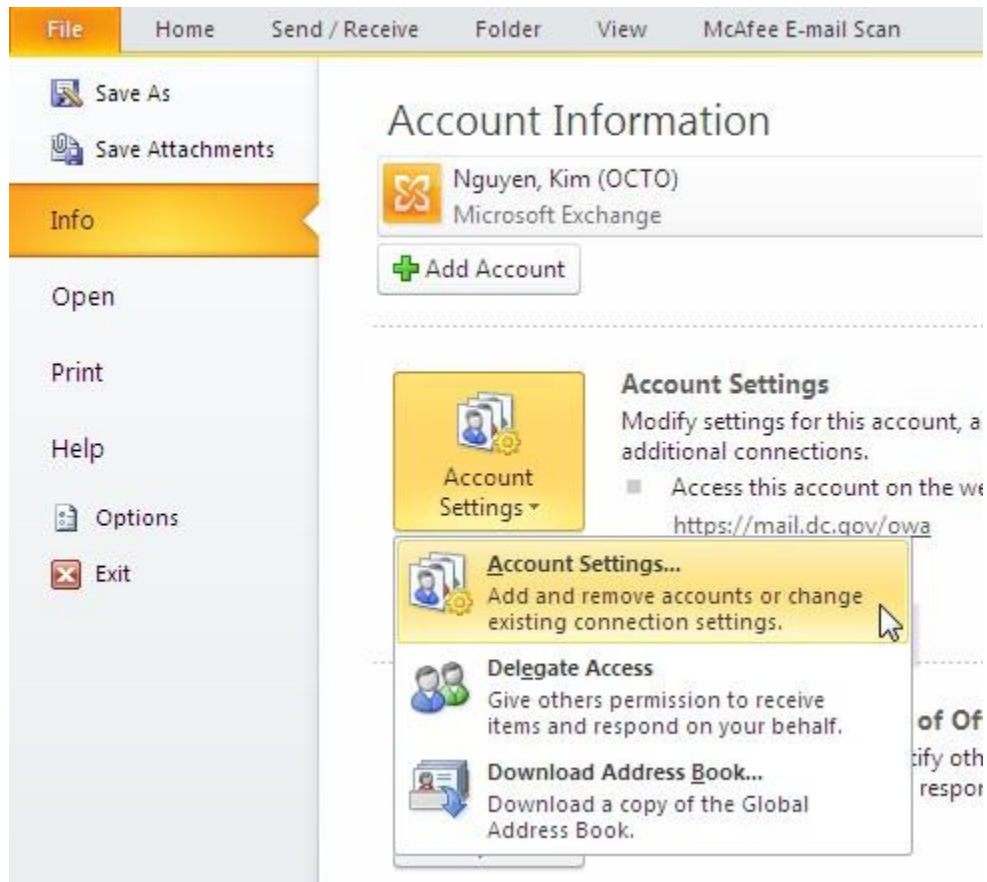

4. Search for the Additional Mailbox that you are trying to add. You can also search by e-mail address if necessary.
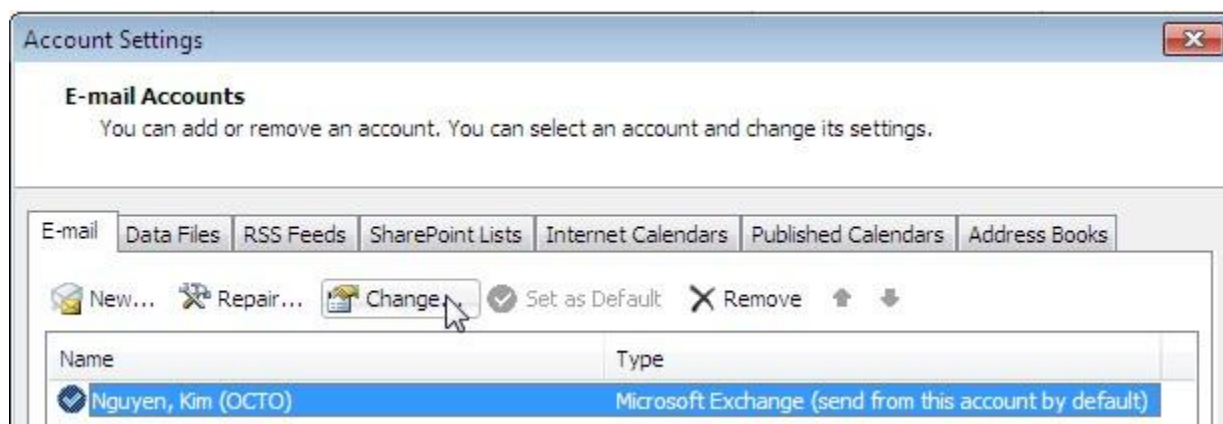

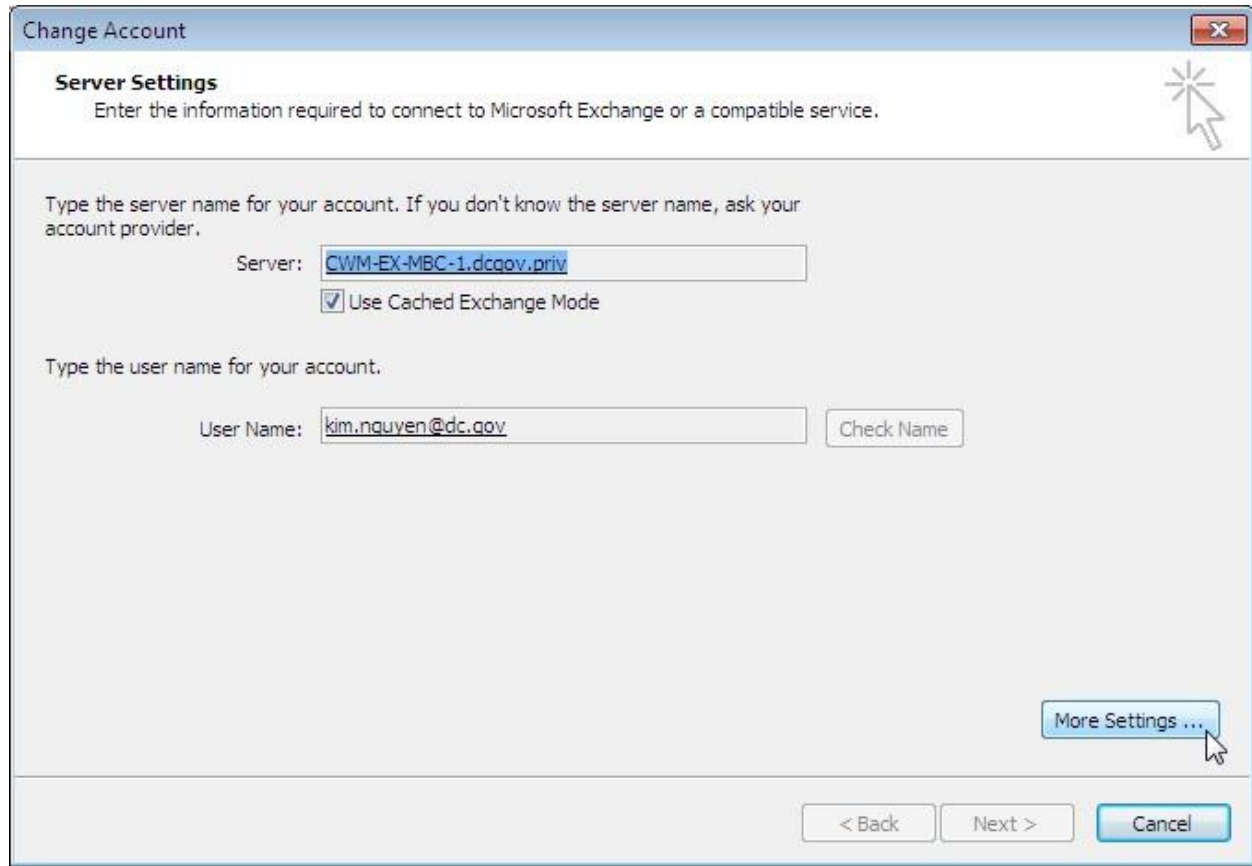5. Once you have found their account, select their name and click OK.

Outlook 2010

1. Click on File. Click on the Account Settings button. Select Account Settings:

2. **Click** on **Change**:

3. **Click** on **More Settings…**:

4. **Click** on the **Advanced** tab and then **click** on **Add**:

5. Enter the email address of the delegated mailbox in the Add mailbox field:
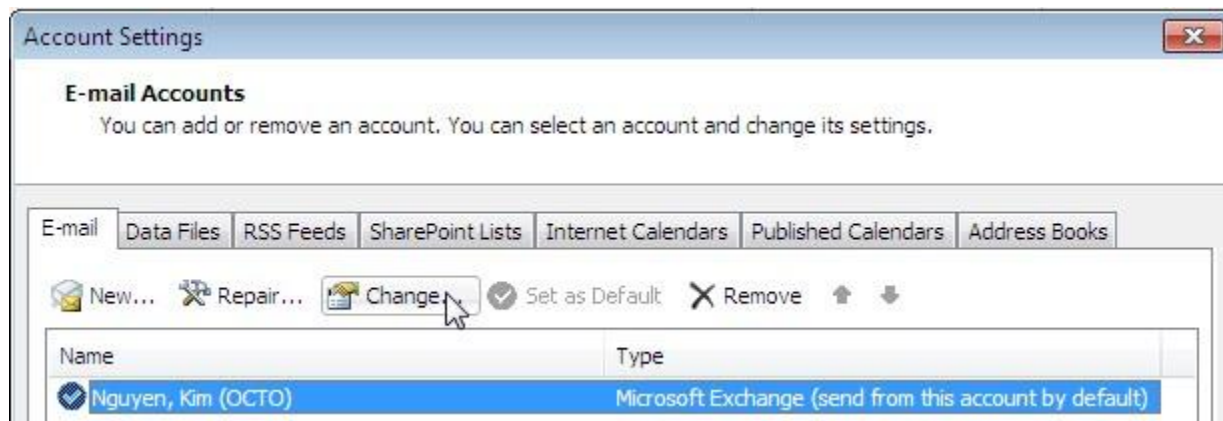

6. **Click** on **Apply** and then on **OK**. Outlook will now be busy accessing the other mailbox's data, so this may take a while. Close the Account Settings window. You should now see both mailboxes in the Outlook profile.
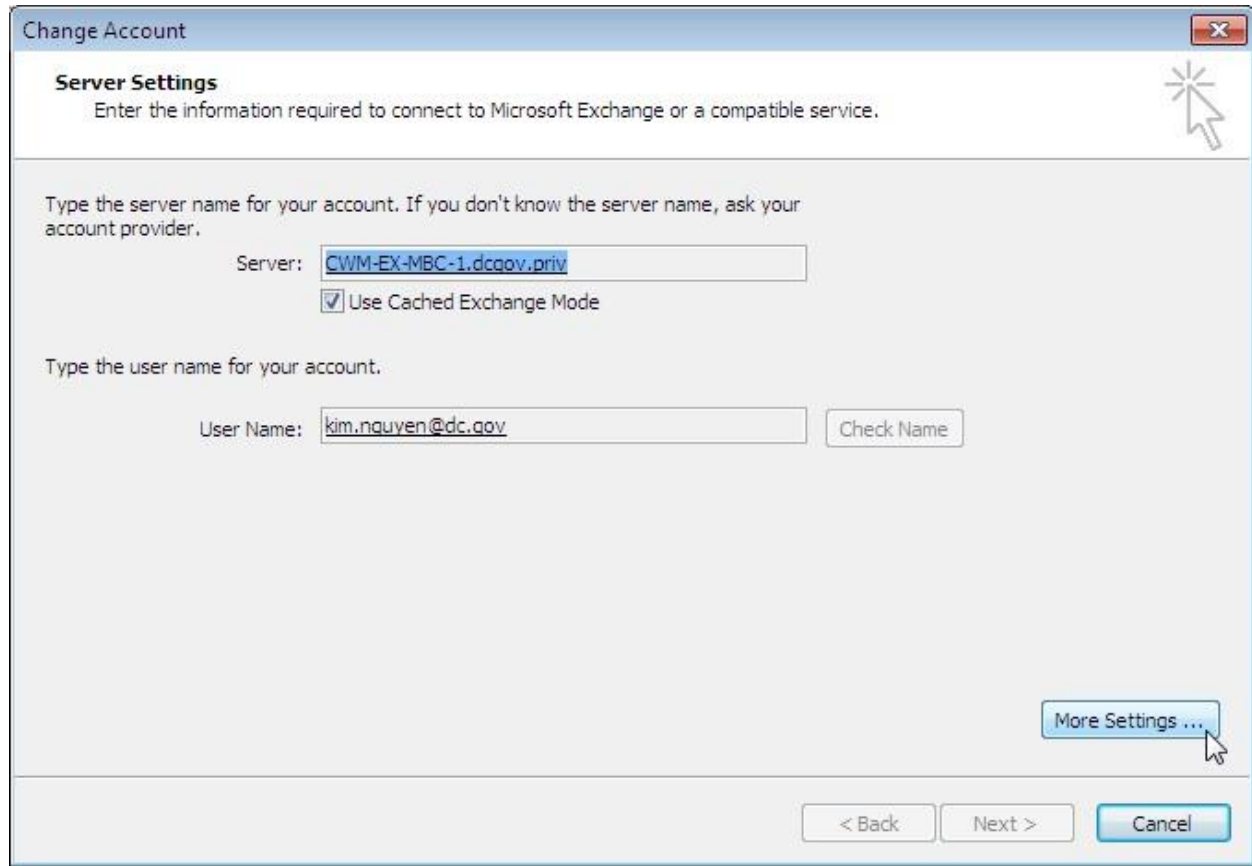
Outlook 2007

1. **Click** on **Tools**. **Select Account Settings**:

7. **Click** on **Change**:

8. **Click** on **More Settings…**:

9. **Click** on the **Advanced** tab and then **click** on **Add**:

10. Enter the email address of the delegated mailbox in the Add mailbox field:

11. **Click** on **Apply** and then on **OK**. Outlook will now be busy accessing the other mailbox's data, so this may take a while. Close the Account Settings window. You should now see both mailboxes in the Outlook profile.